

Don't wait a while...

Save time & postage
expense.
You'll be done in the
time it takes to brew
a pot of coffee!



E-File!

with the Arizona Corporation Commission

E-Filing your for-profit corporation's Annual Report & Certificate of Disclosure makes sense! (E-Filing for non-profits is coming soon!)

- ✓ You'll get it done today and avoid penalties for late filings!
- ✓ It's easy and it's accurate!
- ✓ There are no additional charges!
- ✓ You can pay by Visa or Mastercard!

E-Filing your Annual Report at www.cc.state.az.us/corp allows you to:

- ✓ Verify or change your corporation's address,
- ✓ Verify or change your corporation's type of business,
- ✓ Input stock authorized and issued, and
- ✓ Update current corporate officers or directors.

For-profit corporations can file electronically UNLESS:

- ☹ Your corporation or an officer or director answers "yes" on the disclosure form to the questions dealing with fraud, felonies, bankruptcy or charter revocation.
- ☹ You need to change your Statutory Agent (the law requires a verifiable signature.)

Warning: With the exception of credit card data, all information you submit becomes public information and is viewable on the Internet. Do NOT submit addresses or personal information (social security numbers, dates of birth or personal phone numbers) that you do not want to become public.

Beware: The Arizona Corporation Commission is NOT affiliated with "The Corporate Compliance Center." Watch out for their mailing. It appears substantially similar to the Commission's Annual Report form. Submitting money to The Corporate Compliance Center is not advised.

Avoid Common Mistakes & Protect Your Corporate Status

Pay your fees. Don't forget to send proper payment. Each annual report must be accompanied by \$45.00 for Business/Profit Corporations or \$10.00 for Non-Profit Corporations. Make sure the check is payable to the Arizona Corporation Commission, completed and signed. The State can not accept checks drawn from banks outside the United States.

- ♦ **Do you owe penalties?** Penalty amounts must be attached if the report is overdue. Penalties begin to accrue the day after the due date, at a rate of \$9.00 per month for Business/Profit Corporations. Penalties are dictated by law (A.R.S. § 10.1622.G). Corporations are responsible for their own tardiness. Non-Profit Corporations are not required to pay penalties after January 1, 1999.

Check addresses. Foreign corporations (incorporated outside of Arizona) may use either Section 1 or 3 to indicate the out-of-state address. An Arizona address must be in the other box. You can make corrections and updates when you E-File or you can strike out incorrect information and write the corrections neatly. **Note:** our imaging system cannot detect information on metallic address stickers.

- ♦ **The annual report is part of the official public record, including the addresses you provide.** Do not include your social security number or date of birth, unless you are a felon which requires you to answer "yes" on the certificate of disclosure on page three of the annual report.
- ♦ **If you move, tell us immediately:** Do NOT wait until your report is due. Notify us by fax to (602)542-3414 if your corporate address changes. Your letter stating the address change must be signed by a duly authorized officer. The law does not allow us to process address changes based on information supplied by the U.S. Postal Service — it must come from an officer of the corporation. Mail from the Commission cannot be forwarded. A.R.S. §§10-501, 10-1507, 10-3501 & 10-11507 require that all Corporations maintain a current address with the Commission. *Failure to maintain a correct, current address may result in the revocation or administrative dissolution of your corporation!*
- ♦ **If your Statutory Agent moves, tell us immediately:** Again, statutes require that all corporation Statutory Agents keep a current address with the Commission. The annual report form now has spaces for both a physical address and mailing address. Strike incorrect addresses and neatly print the correct addresses.

Complete the Certificate of Disclosure. One box must be checked for section **10, 11A & 11B**. Note that the law requires that an officer of the corporation verify the information, sign and date the report. If the answer to any of these questions is "YES" be sure to provide all the required information.

Use the annual report form provided by us. Do not create your own form — it is against the law. Never change the corporate name, due date, filing number or fee amount printed on the form. Please note: In May 2002 page 3 of the annual report was changed.

For-profit corporations & business trusts must complete sections 5 & 6. You must indicate stock authorized AND issued.

Non-profits are required to file financial disclosures. See the instructions on page four, section 9 of the Annual Report. Note: For the purposes of the Corporation Commission, a corporation's own fiscal year is not relevant. Financial information is deemed "current" if the year-end is within 18 months of annual report due date.

Know your corporation's annual report due date. All corporations must file an annual report once each year. The due date is printed on the top, left side of the annual report form. Corporations should receive blank forms with the file number, name and address pre-printed. These reports should arrive by mail approximately two months *prior* to the corporation's report due date. *Notify the Corporations Division Annual Reports Section at 602-542-3285 if you fail to receive an annual report form in the proper time period.* Limited Liability Companies are not required to file an annual report.

Precisely follow the directions on page four of the annual report form: Double check the report for accuracy.

Need Help? Check our web site regularly (www.cc.state.az.us/corp) for legal updates, instructions or forms. The Legislature's web site (www.azleg.state.az.us) has the complete text of Title 10 (Corporation law) and Title 29 (L.L.C. law).

For more help, have your forms in front of you and call the helpful staff at the Arizona Corporation Commission.

Phoenix office at (602) 542-3285, or FAX (602) 542-0082.

Tucson office at (520) 628-6560 or FAX (520) 628-6614.